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Handwritten:
Mgmt 33
File Supplies & Equip
(Surplus)
19 JUL 1960

Chief, Supply Division, Office of Logistics

Chief, Records Management Staff

Stock of Filing Equipment *(Surplus)*

1. On the basis of results from the Records Officer's tour of the Depot and their requests for 197 pieces of filing equipment, I recommend that 55 of the 74 items on the Excess Property List be declared surplus to present and future Agency requirements. The items on your list which I suggest that we do not declare surplus at this time are:

- a. 3"x5" Card File Cabinets, Items 13, 32, 51 and 70.
- b. 5"x8" Card File Cabinets, Items 23 and 30.
- c. 3 $\frac{1}{2}$ "x7 3/8" Card File Cabinets, Items 22 and 27.
- d. Visible Index Card File Cabinets, Items 37, 38 and 42.
- e. Correspondence Cabinets, Cap Size, Items 15, 24 and 25.
- f. Correspondence Cabinets, Letter Size, Item 18.
- g. Other Equipment, Items 40, 53, 54 and 71.

2. In recommending that the items listed above be reserved for future requirements I suggest however that the quantity on hand of Item 18 be reduced. A stock level of about 200 pieces of this item should meet our requirements for letter size cabinets.

3. I have not included in my list any of the various types of drawer trays to be retained. I assume these trays are a part of the card cabinet. Consequently an amount sufficient to fully equip each cabinet should likewise be reserved.

4. I shall be pleased to go over these suggestions with you and perhaps explore other methods of handling surplus filing equipment. Incidentally the tour of the warehouse was well planned and carried out. The Records Officers sincerely appreciated an opportunity to see this operation.

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